

**University of Cambridge Computer Laboratory  
Health and Safety Committee**

**Chairman:** Dr P Brooks

**Secretary:** Mrs K Ellis

Minutes of a meeting of the Health and Safety Committee held at 10.00 on Tuesday 24<sup>th</sup> September 2013 in room SW00, William Gates Building.

**Present:** Dr P Brooks (Chair)   Mr I Burton-Palmer   Ms K Cisek   Mrs K Ellis   Dr M Kuhn  
Mr M McDonnell   Mrs M Sammons   Mrs H Scarborough

**Apologies:** Mrs C Stewart

0. The committee welcomed our new first aider Ms Kate Cisek.

**1. Minutes of the last meeting**

The minutes of the meeting held on 25<sup>th</sup> June 2013 were approved and signed.

**2. Matters arising from the previous minutes**

None

**3. Correspondence**

None

**4. First Aid and Accidents**

**NR110, NR111 and NR112:** 3 different bicycle incidents had happened off site. First aiders cleaned them up and suggested they see their college nurse at some point.

4.1 PB and MMCD informed the committee the AED is now fitted in the street.

4.2 The committee discussed the Annual First Aid conference. HS and MMCD thought it was useful to brush up on first aid skills and having the consultant attend from Addenbrooke's was very interesting.

**5. Workplace and Risk Assessments**

**None**

**6. Fire**

6.1 MMCD updated the committee on the out of hours signing in/out book. Global fire and Safety still haven't replied and PB suggested that MMCD contacts the University Fire Safety team for advice on this matter.

**ACTION: MMCD**

**7. Building Matters**

**None**

**8. Lasers**

8.1 PB reported the Laser audit has now been signed off by the Head of Department.

**9. West Cambridge Site**

9.1 PB reported on the opening of the Sports Centre. The committee felt it was important to encourage Lab members to use it. It was agreed that we would discuss this further at the next meeting.

**9.2** PB also reported on the changes to the blood donation arrangements. Some years ago because of low attendance at the sessions in the Department of Physics, the National Blood Service changed over to a blood mobility van system. Since attendance at some sites have still been very low, they have announced they would be stopping the van system nationally. Members of the committee said that if they had to travel to Addenbrookes Hospital to donate bloody they probably wouldn't attend. It was agreed we should discuss this further at the next meeting.

**10. Any Other Business**

**10.1** IBP reported on the energy and environmental meeting. Now there is more staff in the Environmental Office it will help to understand what actually happens within the University to our waste. Some of the committee members felt the new signage was not clear and it was asked if IBP would liaise with the environmental office about this.

**ACTION: IBP**

**11. Date of Next Meeting**

12<sup>th</sup> November 2013